INSTRUCTIONS

Guidelines regarding filling up of APAR with numerical grading

- i) The APAR is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority and the Reviewing Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility. The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- ii) Performance appraisal through APAR should be used as a tool for human resource development. Reporting Officer should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
- iii) It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- iv) APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- v) APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- vi) APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- vii) APARs graded below 4 will be given a score of "Zero"

NOTE: The following procedure should be followed in filling up the column relating to Integrity:

- 1. If the Official's integrity is beyond doubt, it may be so stated.
- 2. If there is any doubt or suspicion, the column should be left blank and action taken as under:
- a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Assessment Report to the next superior officer who will ensure that the follow up action is taken expeditiously. If the Reporting officer, for any reason, is not in position to form a definite judgement, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he had heard nothing against the officer, as the case may be.
- b) If, as a result of the follow up action, the doubt or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Assessment Report.
- c) If the doubts or suspicions are confirmed the fact should also be recorded and duly communicated to the officer concerned.
- d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

for

officers of the Inland Waterways Authority of India

Assistant Secretary/Section Officer/Law Officer/Library Assistant / Assistant/Head Clerk

Name of Officer		
Report for the year / period ending		

Annual Performance Appraisal Report of Assistant Secretary/Section Officer/ Law Officer / Library Assistant/Assistant/Head Clerk

PERSONAL DATA

(To be filled by the Administrative Section/officer-in-charge concerned)

PART - I

1. Name of the Officer
2. Date of Birth (DD/MM/YYYY)//
3. Present post and date of appointment thereto
4. Present Grade Pay and date from which drawn
5. Period of absence from duty (on training, leave etc.)
during the year. If he has undergone training, specify

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON (Please read carefully the instructions before filling the entries) 1. Brief description of duties 2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division)

Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item2. Please specify constraints, if any, in achieving the targets.
(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
4. Please state whether the annual return on immovable property for the preceding calendar year wa filed within the prescribed date i.e. 31 st January of the year following the calendar year. If not, the date of filling the return should be given.
Signature of officer reported upon
Place:

	umerical grading is to be awarded by report 10, where 1 refers to the lowest grade and 1	-	•	e on a scale of
(P	lease read carefully the guidelines before filling t	he entries)		
(A) Assessment of work output (weightage to	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5	Initial of Reviewing Authority
	i) Accomplishment of planned work/work allotted as per subjects allotted			Authority
	ii) Quality of output			
	iii) Analytical ability			
	iv) Accomplishment of exceptional work / unforeseen tasks performed			
	Overall Grading on 'Work Output'			
(B) Assessment of personal attributes (weight	lage to this Se	ection would be 30%)	
		Reporting	Reviewing Authority (Refe	r Initial of
		Authority	Para 2 of part – 5	Reviewing
	i) Attitude to work			
	i) Attitude to work ii) Sense of Responsibility			Reviewing
				Reviewing
	ii) Sense of Responsibility			Reviewing
	ii) Sense of Responsibility iii) Maintenance of Discipline			Reviewing
	ii) Sense of Responsibility iii) Maintenance of Discipline iv) Communication skills			Reviewing
	ii) Sense of Responsibility iii) Maintenance of Discipline iv) Communication skills v) Leadership qualities			Reviewing
	ii) Sense of Responsibility iii) Maintenance of Discipline iv) Communication skills v) Leadership qualities vi) Capacity to work in team spirit			Reviewing
	iii) Sense of Responsibility iii) Maintenance of Discipline iv) Communication skills v) Leadership qualities vi) Capacity to work in team spirit vii) Capacity to work in time-schedule			Reviewing

Dated:....

PART – 3 TO BE FILLED IN BY THE REPORTING OFFICER

(C) Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules/ Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency'			

PART – 4	GENERAL
1. Relations with the public (wh	nerever applicable)
(Please comment on the Office	r's accessibility to the public and responsiveness to their needs)
2. Training	
(Please give recommendations capabilities of the officer).	s for training with a view to further improving the effectiveness and

3. Sate of Health
4. Integrity
(Please comment on the integrity of the Officer)
5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weaker sections.

6. Overall numerical g Report.	rading on the basis of wei	ghtage given in Section	s, A, B, and C in part – 3 of the
		Sig	gnature of the Reporting Officer
Place	Name in	Block Letters	
Date	Designat	ion	
	(During the period unde	r Report)
PART – 5			
1. REMARKS OF THE R	EVIEWING OFFICER		
Length of service unde	er the Reviewing Officer		
the various attributes	in Part – 3 & Part – 4? Do	you agree with the as	respect to the work output and sessment of Reporting officer in er reported upon? (Ref. Part –
	•		f attributes please record your
assessment in the colu	ımn provided for you in tha	t section and initial you	ir entries).
	Yes	No	
L			
3. In case of disagreem	nent, please specify the rea	sons. Is there anything	you wish to modify or add?

	viewing Officer. Please comment (in about 100 words) on the overall qualities of the a of strengths and lesser strength and his attitude towards weaker sections.
5. Overall numerical 3 of the Report.	grading on the basis of weightage given in Section-, Section-B and Section-C in Part-
·	
Place:	Signature of the Reviewing Officer Name in Block Letters
Date:	Designation
	(During the period under Report)

for

Officers of the Inland Waterways Authority of India

Upper Division Clerk / Lower Division Clerk / Store Clerk / Accounts Clerk / Hindi Typist/ Staff Car Driver/ Attendant / G.O./ Electrician

Name of Officer	
Report for the year / period ending	
report for the year / period chang	

Annual Performance Appraisal Report

Upper Division Clerk / Lower Division Clerk / Accounts Clerk/Store Clerk/ Hindi Typist/ Driver/ Attendant

PART – 2- SELF APPRAISAL
(to be filled in by the Officer reported upon)
(Please read carefully the instructions before filling the entries)
1. Brief description of duties
2. Brief resume of the work done by you during the year/period fromto (The resume to be furnished should be limited to 100 words)
Signature of the officer reported upon
Place:
Date:

PART - 3 TO BE FILLED IN BY THE REPORTING OFFICER

(Please read carefully the guidelines before filling the entries)

1. Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(A) Assessment of work output (weightage to this Section would be 40%)

	Grades by Reporting authority	Revised Reviewing doesn't agr	•	•	Initial of Reviewing Authority
i) Accomplishment of planned work/work allotted as per subjects allotted					
ii) Quality of work					
iii) Proficiency in typing (speed and accuracy)					
iv) Proficiency in work, namely maintenance of prescribed registers and charts etc.					
Overall Grading on 'Work Output' (Total (I to v)/4)					

(B) Assessment of personal attributes (weightage to this section would be 30%)

	Grades by Reporting	Revised Grades by	Initial of
	authority	Reviewing Authority (if	Reviewing
		doesn't agree with col.2)	Authority
i) Attitude to work			
ii) Sense of responsibility			
iii) Maintenance of discipline			
iv) Communication skills			

v) Analytical ability		
vi) Ability to work in team		
vii) Ability to meet deadline		
viii) Inter personal relations		
Overall Grading on 'Personal Attributes' (Total (I to viii/8)		

(C) Assessment of functional competency (weightage to this section would be 30%)

	Grades by	Revised Grades by	Initial of
	Reporting	Reviewing Authority (if	Reviewing
	authority	doesn't agree with col.2)	Authority
i) Knowledge of Rules/Regulations/ Procedures in the area of function and ability to apply them correctly			
ii) Coordination ability			
iii) Initiative			
iv) Proficiency in working on computer			
Overall Grading on 'Functional Competency' (Total [I to iv/4])			

Note: The overall grading will be based on addition of the mean value of each group of indicators in proportion to weight age assigned.

GENERAL

PART – 4

L. Relations with the public (wherever applicable)
Please comment on the officer's accessibility to the public and responsiveness to their needs)
Training (Please give recommendations for training with a view to future improving the effectivenes
nd capabilities of the officer
S. State of Health
. Integrity: (Please comment on the integrity of the officer)
5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including
rea of strengths and lesser strength, extraordinary achievements, significant failures and attitudo owards weaker sections.
owards weaker sections.

6. Overall numerical Report.	grading on the basis of weightage given in Sections A,B and C in part-III of the
-	
	Signature of the Reporting Officer
Place	Name in Block Letters
Date	Designation
	(During the period under Report)
 Length of services Do you agree with 	vice under the Reviewing Officer the assessment made by the reporting officer with respect to the work output and in Part-3 and Part-4? (Ref. part 3 & Part 4(5) (In case you do not agree with any of
the numerical assessment in that section and ini	ments of attributes please record your assessment in the column provided for you itial your entries.)
3. In case of disagree	ement, please specify the reasons. Is there anything you wish to modify or add?
4. The attitude of the	Reporting Officer in assessing the performance of SC/ST officer

	wing Officer. Please comment (in about 100 words) on the overall qualities of the f strengths and lesser strength and his attitude towards weaker section.
6. Overall numerical g part-3 of the Report.	rading on the basis of weightage given in Section-A, Section-B and Section-C in
	Signature of the Reviewing Officer
Place	Name in Block letters
Date	Designation
	(During the period under Report)

for

Officers of the Inland Waterways Authority of India

Principal Private Secretary / Private Secretary / Sr. Private Assistant / Steno Gde 'C'/Steno Gde 'D'

Name of Officer			
Report for the year / period ending			

Annual Performance Appraisal Report

Private Secretary / Private Secretary / Private Secretary / Steno Gde 'C'/Steno Gde 'D'

PERSONAL DATA

PART – 1(To be filled by the Administrative Section/Officer-In-charge)

1.	Name of the officer		
2.	Date of birth (DD/MM/YYYY//	(in words)	
3.	Present post and appointment thereto		
4.	Present Grade Pay and date from which drawn		
5.	Name of Officer with designation with whom attached during the period under report alongwith date		
6	Period of absence from duty (on leave/training, etc.) during the year. If he has undergone training, specify		

PART- 2 - TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)				
1. Brief resume of the work done by you during the year/period fromtoto				
(The resume to be furnished should be limited to 100 words)				
2. Please also indicate items in which there have been significantly higher achievements and your contribution thereto.				

3. Please state briefly, the shortfalls in your	input and reasons therefor, if any.
	n immoveable property for the preceding calendar year was uary of the year following the calendar year. If not, the date
	Signature of the officer reported upon
Place:	
Date:	
PART – 3 TO BE FILLED IN BY THE REPORTIN	NG OFFICER
 Does the Reporting Officer agree wit disagreement and reasons thereof. 	h the statement made in part 2? If not, the extent of

2. Numerical grading is to be awarded for each of the attribute by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries))

(A) Assessment of work output (weightage to this Section would be 40%)

	Grading
i) Quality of work and level of professional skill	
ii) Trust worthiness in handling secret and top secret matters and papers	
iii) Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.	
iv) Accomplishment of exceptional work/unforeseen tasks performed.	
Overall Grading on 'Work Output' [i to iv]/4)	

(B) Assessment of personal attributes (weightage to this section would be 30%)

	Grading
i) Attitude to work	
ii) Intelligence, keenness and industry	
iii) Maintenance of discipline	
iv) Sense of responsibility	
v) Communication skills	
vi) Leadership qualities	
Vii) Ability to works in team	
viii) Ability to meet deadline	
Overall Grading on 'Personal Attributes' [i to viii]/8)	

(C)	Assessment of functiona	I competency (weightage to	this section	would be 30%)

Note: The overall Grading will be based on addition of the mean value of each group of indicators in proportion to weightage assigned.

GENERAL

PART – 4

	1. Relations with the public (wherever applicable) (Please comment on the officer's accessibility to the public and responsiveness to their needs)				
, · ·	,,,,				
	Training (Please give recommendations for training with a view to further improving the effectiveness d capabilities of the officer)				

3. State of Health	
4. Integrity (Please comme	nt on the integrity of the officer)
	Officer (in about 100 words) on the overall qualities for the officer including ser strength, extraordinary achievements, significant failures and attitude
6. Overall numerical gradir Report.	ng on the basis of weightage given in Sections A, B and C in Part-III of the
	Signature of the Reporting Officer
	Name in Block letters
	Designation
	(During the period under report)
Place:	
Date:	

for

officers of the Inland Waterways Authority of India

Director (F&A) / Deputy Director (Finance)/Accounts Officer/Junior Accounts Officer/Accounts Assistant

Name of Officer
Report for the year / period ending

Annual Performance Appraisal Report of Director (F&A) / Deputy Chief Accounts Officer/ Accounts Officer/ Junior Accounts Officer/Accounts Assistant

PAPRT – I	PERSONAL DATA
(To be filled by the Administrative Section	n/Officer-In-charge concerned)
1. Name of the Officer	
2. Date of Birth (DD/MM/YYYY)/	/ (In words)
3. Present post and date of appointment	thereto
4. Present Grade Pay and date from which	h drawn
5. Period of absence from duty (on training	ng, leave etc.)
during the year. If he has under gone trai	ning, specify

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

'lease read o	carefully the ir	istructions be	efore filling th	e entries)		
. Brief descri	iption of dutie	S				

2. Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself
or that were set for you, eight to ten items of work in the order of priority, and your achievement
against each target. (Example: Annual Action Plan for your Division)

Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item2. Please specify constraints, if any, in achieving the targets.
tement rease speeny constraints) if any, in domerning the targets.
(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31 st January of the year following the calendar year. If not, the date of filling the return should be given
of filling the return should be given.
Signature of officer reported upon
Place:
Date:

PART - 3 TO BE FILLED IN BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weight age to this Section would be 40%)

	Reporting	Reviewing Authority	Initial of
	Authority	(Refer Para 2 of Part-5	Reviewing
			Authority
i) Accomplishment of planned work/work			
allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work /			
unforeseen tasks performed			
Overall Grading on 'Work Output'			

(B) Assessment of personal attributes (weight age to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part	Initial of Reviewing
		-5	Authority
i) Attitude to work			
ii) Sense of Responsibility			
iii) maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on "Personal Attributes'			

(C) Assessment of functional competency (weight age to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations/Procedures in the area of function with particular reference to financial rules/regulations, Accounts and Audit and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency'			

PART – 4	GENERAL
1. Relations with the public (wh	erever applicable)
(Please comment on the Officer	r's accessibility to the public and responsiveness to their needs)
2. Training	
(Please give recommendations capabilities of the officer).	s for training with a view to further improving the effectiveness and

3. Sate of Health	
4. Integrity	
(Please comment on the	integrity of the Officer)
	ing Officer (in about 100 words) on the overall qualities of the officer including ser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of wards weak sections.
6. Overall numerical grad Report.	ding on the basis of weight age given in Section, A, B, and C in part – 3 of the
	Signature of the Reporting Officer
Place	Name in Block Letters
Date	Designation
	(During the period under Report)

PART – 5

REMARKS OF THE REVIEWING OFFICER

1. Length of service unde	er the Reviewing Officer		
the various attributes in	e assessment made by the re Part – 3 & Part – 4? Do yo achievements/significant f	u agree with the assessme	nt of reporting officer in
	ree with any of the numer n provided for you in that se		
	Yes	No	
3. In case of disagreeme	nt, please specify the reason	s. Is there anything you wi	sh to modify or add?
·	ring Officer. Please comment strengths and lesser strength		·

5. Overall numerical at Part-3 of the Report.	grading on the basis of weight age given in Section-A Section-B and Section-C in
_	
	Signature of the Reviewing Officer
Place:	Name in Block Letters
Date:	Designation
	(During the period under Report)

for

Officers of the Inland Waterways Authority of India

Chief Engineer / Director / Deputy Director / Assistant Director/

Technical Assistant/Supervisor

vame of Officer	
Report for the year / period ending	

Annual Performance Appraisal Report

Chief Engineer / Director / Deputy Director / Assistant Director/ Technical Assistant/Supervisor

PART – I PERSONAL DATA
(To be filled by the Administrative Section/office/In-charge concerned)
1. Name of the Officer
2. Date of Birth (DD/MM/YYYY)(In words)
3. Present post and date of appointment thereto
4. Present Grade Pay and date from which drawn
5. Period of absence from duty (on training, leave etc.)
during the year
6. Academic and Professional qualifications
7. Domestic/Foreign Training/Refresher Courses undertaken during the year

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Ple	Please read carefully the instructions before filling the entries)							
1. B	rief descri	ption of dut	ies					

2. Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division)

Targets/Objectives/Goals	Achievements

(B) Please a	also indicate items in which there have been significantly higher achievements and your
contributio	
4. Please st	tate whether the annual return on immovable property for the preceding calendar yea
	tate whether the annual return on immovable property for the preceding calendar year the prescribed date i.e. 31st January of the year following the calendar year. If not, th
filed within	
filed within	the prescribed date i.e. 31^{st} January of the year following the calendar year. If not, th
filed within	the prescribed date i.e. 31^{st} January of the year following the calendar year. If not, th
filed within	the prescribed date i.e. 31^{st} January of the year following the calendar year. If not, th
filed within	the prescribed date i.e. 31^{st} January of the year following the calendar year. If not, th
filed within	the prescribed date i.e. 31^{st} January of the year following the calendar year. If not, th
filed within	the prescribed date i.e. 31^{st} January of the year following the calendar year. If not, th
filed within	the prescribed date i.e. 31 st January of the year following the calendar year. If not, the return should be given.
filed within	the prescribed date i.e. 31^{st} January of the year following the calendar year. If not, th

PART-3

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5	Initial of Reviewing
			Authority
i) Accomplishment of planned work/work allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5	Initial Reviewing Authority	of
i) Attitude to work				
ii) Sense of Responsibility				
iii) maintenance of Discipline				
iv) Communication skills				
v) Leadership qualities				
vi) Capacity to work in team spirit				
vii) Capacity to work in time-schedule				
viii) Inter-personal relations				
ix) Overall bearing and personality				
Overall Grading on "Personal Attributes'				

(C) Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
vii) Knowledge and Proficiency in Planning & Designing, Specification and Codes, Valuation, Vigilance Techniques.			
viii) Management organization and supervision of works			
ix) Promptness in initiating extra substituted items, Finalizing measurements, test checks, recording completion certificate, Responding to CTE's observation .			
x) Overall Grading on 'Functional Competency'			

PART – 4 GENERAL

1. Relations with the public (wherever applicable)
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. Training
(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer).
3. State of Health
4. Integrity
(Please comment on the integrity of the Officer)
5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part – 2) and attitude towards weak sections.

6. Overall numerical grading Report.	g on the basis of weig	tht age given in Section, A,	B, and C in part – 3 of the
		Signato	ure of the Reporting Officer
Place	Name in Bloo	ck Letters	
Date	Designation.		
	(Duri	ng the period under Report	:)
PART – 5			
REMARKS OF THE REVIEWI	NG OFFICER		
1. Length of service under the	ne Reviewing Officer		
2. Do you agree with the ast the various attributes in Pa respect of extraordinary ac 3(A)(IV) and part-4(5)	rt – 3 & Part – 4? Do	you agree with the assess	ment of reporting officer in
(in case you do not agree assessment in the column p	·		
	Yes	No	

3. In case of disagre	eement, please specify the reasons. Is there anything you wish to modify or add?
•	eviewing Officer. Please comment (in about 100 words) on the overall qualities of the ea of strengths and lesser strength and his attitude towards weaker sections.
5. Overall numerica Part-3 of the Report	I grading on the basis of weightage given in Section-A Section-B and Section-C in
·	
	Signature of the Reviewing Officer
Place:	Name in Block Letters
Date:	Designation
	(During the period under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT

for

Officers of the Inland Waterways Authority of India

Hydrographic Chief / Sr. Hydrographic Surveyor/Assistant Hydrographic Surveyor/Jr. Hydrographic Surveyor/Assistant Cartographic Officer

Name of Officer			
Report for the year / period ending			

Annual Performance Appraisal Report

Hydrographic Chief / Sr. Hydrographic Surveyor/Assistant Hydrographic Surveyor/Junior Hydrographic Surveyor/Assistant Cartographic officer

PART – I PERSONAL DATA
(To be filled by the Administrative Section/office/In-charge concerned)
1. Name of the Officer
2. Date of Birth (DD/MM/YYYY)(In words)
3. Present post and date of appointment thereto
4. Present Grade Pay and date from which drawn
5. Period of absence from duty (on training, leave etc.)
during the year
6. Academic and Professional qualifications
7. Domestic/Foreign Training/Refresher Courses undertaken during the year

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling t	the entries)
1. Brief description of duties	
2. Please specify targets/objectives/goals (for quar or that were set for you, eight to ten items of w against each target. (Example: Annual Action Plan for	ork in the order of priority, and your achievemen
or that were set for you, eight to ten items of w	ork in the order of priority, and your achievemen
or that were set for you, eight to ten items of w against each target. (Example: Annual Action Plan fo	ork in the order of priority, and your achievemen or your Division)
or that were set for you, eight to ten items of w against each target. (Example: Annual Action Plan fo	ork in the order of priority, and your achievemen or your Division)
or that were set for you, eight to ten items of w against each target. (Example: Annual Action Plan fo	ork in the order of priority, and your achievemen or your Division)
or that were set for you, eight to ten items of w against each target. (Example: Annual Action Plan fo	ork in the order of priority, and your achievemen or your Division)
or that were set for you, eight to ten items of w against each target. (Example: Annual Action Plan fo	ork in the order of priority, and your achievemen or your Division)
or that were set for you, eight to ten items of w against each target. (Example: Annual Action Plan fo	ork in the order of priority, and your achievemen or your Division)
or that were set for you, eight to ten items of w against each target. (Example: Annual Action Plan fo	ork in the order of priority, and your achievemen or your Division)
or that were set for you, eight to ten items of w against each target. (Example: Annual Action Plan fo	ork in the order of priority, and your achievemen or your Division)

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item2. Please specify constraints, if any, in achieving the targets.
(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31 st January of the year following the calendar year. If not, the date of filling the return should be given.
Signature of officer reported upon
Place:
Date:

PART - 3 TO BE FILLED IN BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

		•	
	Reporting	Reviewing	Initial of
	Authority	Authority (Refer	Reviewing
		Para 2 of Part-5	Authority
i) Accomplishment of planned work/work			
allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

B) Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting	Reviewing Authority (Refer	Initial of
	Authority	Para 2 of part – 5	Reviewing
			Authority
i) Attitude to work			
ii) Sense of Responsibility			
iii) maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time-			
schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on "Personal			
Attributes'			

(C) Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
vii) Knowledge and Proficiency in Planning & Designing, Specification and Codes, Valuation, Vigilance Techniques.			
viii) Management organization and supervision of works			
ix) Promptness in initiating extra substituted items, Finalizing measurements, test checks, recording completion certificate, Responding to CTE's observation.			
x) Overall Grading on 'Functional Competency'			
PART – 4 GENERAL			
1. Relations with the public (wherever applicable)			
(Please comment on the Officer's accessibility to t	he public and	responsiveness to	their needs)

2. Training (Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer). 3. State of Health 4. Integrity (Please comment on the integrity of the Officer) 5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part -2) and attitude towards weak sections.

6. Overall numerical grading of Report.	on the basis of weig	ght age given in Section,	A, B, and C in part — 3 of the
		Signa	ature of the Reporting Officer
		5.5	active of the neporting officer
Place	Name ir	Block Letters	
Date	Designa	ation	
		(During the period under	r Report)
PART – 5			
REMARKS OF THE REVIEWING	G OFFICER		
1. Length of service under the	Reviewing Officer		
2. Do you agree with the asse the various attributes in Part respect of extraordinary achi 3(A)(IV) and part-4(5)	– 3 & Part – 4? Do	you agree with the asses	ssment of reporting officer in
(in case you do not agree wassessment in the column pro	•		·
	Yes	No	

3. In case of disagreement, p	ease specify the reasons. Is there anything you wish to modify or add?
	Officer. Please comment (in about 100 words) on the overall qualities of the agths and lesser strength and his attitude towards weaker sections.
5. Overall numerical grading Part-3 of the Report.	on the basis of weight age given in Section-A Section-B and Section-C in
	Signature of the Reviewing Officer
Place:	Name in Block Letters
Date:	Designation
	(During the period under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT for

Officers of the Inland Waterways Authority of India

Draftsman Grade-I / Draftsman Grade - III

Name of Officer	
Report for the year / period ending	

Annual Performance Appraisal Report

Draftsman Grade - II/Draftsman Grade - III

PART – I PERSONAL DATA

(To be filled by the Administrative Section/office/In-charge concerned)
1. Name of the Officer
2. Date of Birth (DD/MM/YYYY)(In words)
3. Present post and date of appointment thereto
4. Present Grade Pay and date from which drawn
5. Period of absence from duty (on training, leave etc.)
during the year
6. Academic and Professional qualifications
o. Academic and Professional qualifications
7. Domestic/Foreign Training/Refresher Courses undertaken during the year

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

1. Brief description of duties		

2. Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division)

Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item2. Please specify constraints, if any, in achieving the targets.
(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
4. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31 st January of the year following the calendar year. If not, the date of filling the return should be given.
Signature of officer reported upon
Place:
Date:

PART – 3 TO BE FILLED IN BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Reporting	Reviewing	Initial of Reviewing
	Authority	Authority (Refer	Authority
		Para 2 of Part-5	
i) Accomplishment of planned work/work			
allotted as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work /			
unforeseen tasks performed			
Overall Grading on 'Work Output'			

(B) Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting	Reviewing Authority	Initial of Reviewing
	Authority	(Refer Para 2 of part – 5	Authority
i) Attitude to work			
ii) Sense of Responsibility			
iii) maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on "Personal			
Attributes'			

(C) Assessment of functional competency (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial Reviewing Authority	of
i) Quality of tracing and capacity to read drawings		,	,	
ii) Preparation of drawing, structural drawing work				
iii) Ability to check estimate				
iv) Ability to prepare and check extra substituted items and contract documents, wherever applicable				
v) Coordination ability				
vi) Ability to prepare, check NITs, Contract documents				
Overall Grading				
PART – 4 GENERAL 1. Relations with the public (wherever applicable)	e)			
(Please comment on the Officer's accessibility to	the public an	d responsiveness to thei	r needs)	
2. Training				
(Please give recommendations for training wire capabilities of the officer).	th a view to	further improving the	effectiveness	and

3. Sate of Health

4. Integrity	
(Please comment on the integ	rity of the Officer)
	fficer (in about 100 words) on the overall qualities of the officer including rength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of weak sections.
6. Overall numerical grading of Report.	on the basis of weightage given in Section, A, B, and C in part $-$ 3 of the
	Signature of the Reporting Officer
Place	Name in Block Letters
Date	Designation
	(During the period under Report)

PART – 5

REMARKS OF THE REVIEWING OFFICER

 Length of service ι 	under the Reviewing Office	er	
the various attributes	s in Part – 3 & Part – 4? [nary achievements/signific	Do you agree with the ass	respect to the work output and essment of reporting officer in r reported upon? (Ref. Part –
•	•	numerical assessments of hat section and initial your	attributes please record your entries).
	Yes	No	
3. In case of disagree	ment, please specify the r	reasons. Is there anything y	rou wish to modify or add?
		nment (in about 100 words rength and his attitude tow	o) on the overall qualities of the vards weaker sections.

5. Overall numerical Part-3 of the Report.	grading on the basis of weight age given in Section-A Section-B and Section-C in
	Signature of the Reviewing Office
Place:	Name in Block letters
Date:	Designation
	(During the period under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT

for

officers of the Inland Waterways Authority of India

Director (IT) / EDP Assistant / EDP Officer

Name of Officer......

Report for the year / period ending......

Annual Performance Appraisal Report Director (IT) / EDP Assistant

PART - I **PERSONAL DATA** (To be filled by the Administrative Section/officer-In-charge concerned) 1. Name of the Officer 2. Date of Birth (DD/MM/YYYY).....(In words) 3. Present post and date of appointment thereto..... 4. Present Grade Pay and date from which drawn..... 5. Period of absence from duty (on training, leave etc.) during the year..... 6. Academic and Professional qualifications 7. Domestic/Foreign Training/Refresher Courses undertaken during the year......

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions before filling the entries)

uties			
•			

2. Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division)

Targets/Objectives/Goals	Achievements

 (4) Please also indicate items in which contribution thereto. 4. Please state whether the annual return filed within the prescribed date i.e. 31st Ja of filling the return should be given. 	on immovable prop	perty for the		
4. Please state whether the annual return filed within the prescribed date i.e. 31st Ja	on immovable prop	perty for the		
	there have been sig			
	there have been sig			
	there have been sign			
	there have been sig	,		
		nificantly hig	her achievem	nents and

PART – 3 TO BE FILLED IN BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Reporting	Reviewing Authority	Initial of
	Authority	(Refer Para 2 of Part-5	Reviewing
			Authority
i) Accomplishment of planned work/work allotted			
as per subjects allotted			
ii) Quality of output			
iii) Analytical ability			
iv) Accomplishment of exceptional work / unforeseen tasks performed			
Overall Grading on 'Work Output'			

B) Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5	Initial of Reviewing Authority
i) Attitude to work	Authority	(Neter Fara 2 of part – 3	Additionity
ii) Sense of Responsibility			
iii) maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to work in time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on "Personal Attributes'			

(C) Assessment of functional competency (weightage to this Section would be 30%)	(C)	Assessment of	functional competency	(weightage to this	Section would be 30%)
----------------------------------------------------------------------------------	-----	---------------	-----------------------	--------------------	-----------------------

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations/Procedures in the area of function and ability to apply them correctly.			·
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
vii) Knowledge and Proficiency in Planning & Designing Management Information Systems, development of Applications software and data processing			
viii) Management organization and supervision of works			
ix) Overall Grading on 'Functional Competency'			
PART – 4 GENE	RAL		
Relations with the public (wherever	applicable)		
Please comment on the Officer's acce	essibility to the	public and responsiveness to th	eir needs)
Tunining			

2. Training

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer).

3. State of Health
4. Integrity.
(Please comment on the integrity of the Officer)
5. Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer includir area of strengths and lesser strength, extraordinary achievements, significant failures (ref: $3(A) \& 3(B) \circ Part - 2$) and attitude towards weak sections.

6. Overall numerical g Report.	grading on the basis of weig	ght age given in Section, A,	B, and C in part – 3 of the
		Signatu	re of the Reporting Officer
Place	Name in E	Block Letters	
Date	Designation	on	
	1)	During the period under Rep	oort)
PART – 5			
REMARKS OF THE REV	/IEWING OFFICER		
1. Length of service ur	nder the Reviewing Officer		
the various attributes	the assessment made by the in Part – 3 & Part – 4? Do ary achievements/significar	you agree with the assessr	ment of reporting officer in
•	agree with any of the nur umn provided for you in that		•
	Yes	No	

3. In case of disagre	ement, please specify the reasons. Is there anything you wish to modify or add?
	eviewing Officer. Please comment (in about 100 words) on the overall qualities of the a of strengths and lesser strength and his attitude towards weaker sections.
5. Overall numerica Part-3 of the Report	al grading on the basis of weightage given in Section-A Section-B and Section-C in :.
	Signature of the Reviewing Officer
Place:	Name in Block Letters
Date:	Designation
	(During the period under Report)

ANNUAL PERFORMANCE APPRAISAL REPORT

for

officers of the Inland Waterways Authority of India

Hindi Officer
Name of Officer
Report for the year / period ending

Annual Performance Appraisal Report of Hindi Officer

PART – I

PERSONAL DATA

(To be filled by the Administrative Section/officer-In charge concerned)

1. Name of the Officer
2. Date of Birth (DD/MM/YYYY)/(In words)
3. Present post and date of appointment thereto
4. Present Grade Pay and date from which drawn
5. Period of absence from duty (on training, leave etc.)
during the year. If he has undergone training, specify

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

Please r	read carefully	the instructio	ns before fil	ling the entr	ies)	
. Brief o	description of	duties				

2. Please specify targets/objectives/goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division)

Targets/Objectives/Goals	Achievements				

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to ir item2. Please specify constraints, if any, in achieving the targets.
rtemz. Flease specify constraints, if any, in achieving the targets.
(B) Please also indicate items in which there have been significantly higher achievements and your
contribution thereto.
4. Please state whether the annual return on immovable property for the preceding calendar year was
filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date
of filling the return should be given.
Ciquatura of officer reported upon
Signature of officer reported upor
Place:
Dated
Dated:

PART – 3 TO BE FILLED BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5	Initial of Reviewing Authority
i) Translator Work			
(a) Knowledge & Comprehension of Hindi and English language and ability to translating for language to the other.			
(b) Capability of effecting qualitative improvement in the process of vetting of translation doing the translators working under him.			
(c) Ability in preparation of speeches, articles etc. for Minister & Senior Officers.			
ii) Implementation of the Official Language Policy.			
(a) General awareness of the official language policy of the government			
(b) Ability shown in watching and ensuring the implementation of the statutory and administrative requirement regarding the use of Hindi in Official work.			
(c) Preparation and production of help and reference material / literature for facilitating the use of Hindi/literature for facilitating the use of Hindi in Noting and Drafting.			

iii) Meeting and Conferences			
(a) capability for organising the meetings of Committees, such as Official Language Implementation Committee. Hindi Salahkar Samiti etc.			
(b) Promptness and accuracy in preparation of agenda papers etc for the meetings			
(c) Follow up action on the decisions/recommendations of the Committee			
iv) Accomplishment of exceptional work/unforeseen tasks performed.			
v) Quality of output			
vi) Accomplishment of planned			
work/work allotted as per subjects			
allotted.	_		
Overall grading on work output.			
Assessment of nersonal attributes (weighters to this Section would be 20%)			

B) Assessment of personal attributes (weightage to this Section would be 30%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5	Initial of Reviewing Authority
i) Analytical Ability			
ii) Attitude to work			
iii) Sense of Responsibility			
iv) Maintenance of Discipline			
v) Communication skills			
vi) Leadership qualities			
vii) Capacity to work in team spirit			
viii) Capacity to adhere to time- schedule			

ix) Inter-personal relations			
x) Overall bearing and personality			
Overall Grading on "Personal Attributes'			
(C) Assessment of functional competency (we	eightage to thi	s Section would be 30%)	
	Reporting Authority	Reviewing Authority (Refer Para 2 of part – 5)	Initial of Reviewing Authority
i) Knowledge of Rules / Regulations/Procedures in the area of function and ability to apply them correctly.			
ii) Strategic planning ability			
iii) Decision making ability			
iv) Coordination ability			
v) Ability to motivate and develop subordinates			
vi) Initiative			
Overall Grading on 'Functional Competency'			
PART – 4 GENERAL			
1. Relations with the public (wherever applicab	ole)		
(Please comment on the Officer's accessibility	to the public a	nd responsiveness to the	ir needs)
2. Training			

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer).

3. State of Health	
4. Integrity	
(Please comment on the in	tegrity of the Officer)
	g Officer (in about 100 words) on the overall qualities of the officer including r strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of rds weak sections.
6. Overall numerical gradir Report.	ng on the basis of weight age given in Section, A, B, and C in part – 3 of the
	Signature of the Reporting Officer
Place	Name in Block Letters
Date	Designation
	(During the period under Report)

PART – 5

REMARKS OF THE REVIEWING OFFICER

1. Length of service unde	er the Reviewing Officer		
the various attributes in	assessment made by the re Part – 3 & Part – 4? Do yo achievements/significant f	u agree with the assessme	ent of reporting officer in
	ree with any of the numer n provided for you in that se		
	Yes	No	
3. In case of disagreeme	nt, please specify the reason	ns. Is there anything you w	ish to modify or add?
•	ing Officer. Please comment strengths and lesser strength		•

5. Overall numerica Part-3 of the Report	 basis	of weightage	given ir	n Section-A	Section-B a	and Section-C in
				Signatu	ire of the Re	eviewing Officer
Place:	Nam	e in Block Lett	ters			
Date:	Des	signation				
		(During t	he perio	d under Re _l	port)	

ANNUAL PERFORMANCE APPRAISAL REPORT

for

officers of the Inland Waterways Authority of India

Hindi Translator

Name of Officer
Report for the year / period ending

Annual Performance Appraisal Report of Hindi Translator

PART – I PERSONAL DATA

(To be filled by the Administrative Section/officer-In charge concerned)

1. Name of the Officer
2. Date of Birth (DD/MM/YYYY)/(In words)
3. Present post and date of appointment thereto
4. Present Grade Pay and date from which drawn
5. Period of absence from duty (on training, leave etc.)
during the year. If he has undergone training, specify

PART – 2 TO BE FILLED IN BY THE OFFICER REPORTED UPON

(Please read carefully the instructions bef	ore filling the entries)
1. Brief description of duties	
	s (in quantitative or other terms) of work you set for yourself o of work in the order of priority, and your achievement agains n for your Division)
Targets/Objectives/Goals	Achievements

3. (A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item2. Please specify constraints, if any, in achieving the targets.
(B) Please also indicate items in which there have been significantly higher achievements and your
contribution thereto.
4. Please state whether the annual return on immovable property for the preceding calendar year was
filed within the prescribed date i.e. 31 st January of the year following the calendar year. If not, the date of filling the return should be given.
Signature of officer reported upon
Place:
Dated:

PART – 3 ASSESSMENT BY THE REPORTING OFFICER

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(Please read carefully the guidelines before filling the entries)

(A) Assessment of work output (weightage to this Section would be 40%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of Part-5	Initial of Reviewing Authority
i) Translator Work			
(a) Knowledge of terminological grammatical and linguistic aspects of translation			
(b) Ability to translate with speed and accuracy taking care to see that faithful rendering of the original does not effect simplicity, natural form of expression and intelligibility.			
(c) Comprehension of the languages and ability to effect improvement in the process of meeting.			
e) Attention to avoidance of mistakes and defective translation corrected by the superior officers.			
II) Accomplishment of planned work/work allotted as per subjects allotted.			
iii) Quality of output			
iv) Accomplishment exceptional work/unforeseen task performed			
Overall grading on work output.			

B) Assessment of personal attributes (weightage to this Section would be 50%)

	Reporting Authority	Reviewing Authority (Refer Para 2 of part –	Initial of Reviewing Authority
	/	5	, , , , , , , , , , , , , , , , , , , ,
i) Attitude to work			
ii) Sense of Responsibility			
iii) Maintenance of Discipline			
iv) Communication skills			
v) Leadership qualities			
vi) Capacity to work in team spirit			
vii) Capacity to adhere to time-schedule			
viii) Inter-personal relations			
ix) Overall bearing and personality			
Overall Grading on "Personal Attributes'			
PART – 4 GENERAL			
1. Relations with the public (wherever applied	cable)		
(Please comment on the Officer's accessibili	ty to the public	and responsiveness to thei	r needs)
2. Training			
-		ha filimbhan impanyaling bha	offortive research
(Please give recommendations for training capabilities of the officer).	g with a view i	to further improving the	effectiveness and
3. State of Health			

4. Integrity	
(Please comment on the inte	grity of the Officer)
	Officer (in about 100 words) on the overall qualities of the officer including strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of ls weak sections.
6. Overall numerical grading Report.	on the basis of weight age given in Section, A, B, and C in part $-$ 3 of the
	Signature of the Reporting Officer
Place	Name in Block Letters
Date	Designation
	(During the period under Report)

PART – 5

Part-3 of the Report.

REMARKS OF THE REVIEWING OFFICER

1. Length of service unde	er the Reviewing Officer		
the various attributes in	e assessment made by the re Part – 3 & Part – 4? Do yo y achievements/significant f	u agree with the assessme	ent of reporting officer in
	ree with any of the numer n provided for you in that se		
	Yes	No	
3. In case of disagreeme	nt, please specify the reasor	ns. Is there anything you wi	sh to modify or add?
•	ring Officer. Please comment strengths and lesser strength	-	
5. Overall numerical gra	ading on the basis of weigh	tage given in Section-A Se	ection-B and Section-C in

	Signature of the Reviewing Officer
Place:	Name in Block Letters
Date:	Designation
	(During the period under Report)